

## **FIRE CADET (Ages 17-19)**

**Recruitment #1909-2413-001**

<b>List Type</b>	Original
<b>Requesting Department</b>	MILWAUKEE FIRE DEPARTMENT
<b>Open Date</b>	9/21/2018 08:00:00 AM
<b>Filing Deadline</b>	11/28/2018 11:59:00 PM
<b>HR Analyst</b>	Katrina Whittley

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### **INTRODUCTION**

#### **The City of Milwaukee Fire Department is an Equal Opportunity Employer**

The Milwaukee Fire and Police Commission invites qualified 17-19 year-olds to apply for this exciting full-time employment opportunity that may lead to a career as a Firefighter with the City of Milwaukee Fire Department. This unique position provides the opportunity to make a difference in our community, while also focusing on the individual's educational, physical fitness, personal and professional development. The City of Milwaukee is dedicated to developing a diverse Fire Department to serve the community's needs.

### **PURPOSE**

Fire Cadets are uniformed civilian employees who work in an apprentice-style program designed to prepare Cadets for a career as Milwaukee Firefighters. Duties include training, administrative and clerical functions, as well as fire house duties. The assignments are widely varied so that the Fire Cadet will gain a broad range of operational and administrative experience. Fire Cadets are required to meet established program criteria to complete a prescribed course of college curriculum and a physical fitness program prior to being considered for appointment to Firefighter.

### **ESSENTIAL FUNCTIONS**

Duties include, but are not limited to:

- Participate in and complete academic and physical training program in preparation for future Firefighter duties.

- Participate in classroom instruction and clinical medical rotations.
- Lift, carry and operate heavy tools and equipment.
- Perform maintenance of departmental equipment, buildings and grounds.
- Perform administrative and clerical duties such as typing, filing and data entry.
- Answer and direct phone calls.
- Perform general housekeeping duties.
- Assist with safety education, community and recruitment events.
- Assist with special projects as assigned.

## CONDITIONS OF EMPLOYMENT

- A 40-hour work week, with off-days by assignment.  
*Note: Firefighters work one 24-hour shift every three days.*
- Work assignments include various fire department and training sites.
- Attain certification as a Nationally Registered EMT-Basic.
- Maintain Licensure as a Wisconsin EMT.
- Successfully complete Wisconsin Firefighter 1 (NFPA 1001) program.
- Must complete 24 college credits prior to completion of the Fire Cadet program and maintain a minimum 2.0 GPA on applicable credits.

*NOTE: Effective October 11, 2016, Fire Cadets will be subject to the residency requirement for the City of Milwaukee. This means that within six months of being hired, Fire Cadets must establish an actual and bona fide residence within 15 miles of the city of Milwaukee's jurisdictional border.*

*For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.5000 if you have questions regarding your individual circumstances as part of the application and/or selection process.*

## MINIMUM REQUIREMENTS

- Must be at least 17 years old at time of application; and may not be more than 19 years old on the starting date of the Fire Cadet Class. (Individuals born after November 28, 2001 –or– before August 12, 1999 do not qualify).
- Graduation from an accredited high school or completion of a G.E.D., high school equivalency certificate or State of Wisconsin home school certificate prior to July 1, 2019.
- Physically able to perform Fire Cadet – and eventually Firefighter – training and job duties.

- Must possess a valid State of Wisconsin driver's license within six months of date of hire, and maintain a valid driver's license throughout employment with the department.
- Must not have been terminated / discharged or resigned with charges pending from either the Milwaukee Fire Department or Milwaukee Police Department within the last two years from the date of application.
- Must successfully pass a background investigation. Applicants who have failed a Milwaukee Fire Department background investigation may not apply for two years after the date of disqualification.
- United States citizenship, or must have resided in the United States for at least five years immediately prior to the date of application and be legally authorized to work for any employer in the United States. Non-citizen applicants should request information regarding Fire and Police Commission rules and citizenship requirements at time of application. [FPC Rule VI.4.(b). and Rule XI.2.(b)]

#### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Willingness and aptitude to learn the skills necessary to communicate effectively with a diverse population, in person and via telephone.
- Willingness and aptitude to learn excellent customer-service skills.
- Ability to take direction from supervisors.
- Possess good moral character exhibiting honesty, responsibility, and trustworthiness with a positive attitude.
- Ability to complete the required firefighting and medical educational and training programs.
- Ability to speak clearly.
- Ability to complete the required strength and conditioning physical fitness programs.

#### **CURRENT SALARY**

The current annual starting annual salary is \$23,437 for City of Milwaukee residents. The non-resident annual starting salary is \$22,862. The city offers a generous benefits package including 12 days of vacation, 11 paid holidays and 12 days paid sick leave per year; plus health, dental, and life insurance, and tuition and textbook reimbursement.

#### **SELECTION PROCESS**

The examination process may include a written test, oral interview, physical ability test, and background investigation. All phases of the examination must be successfully completed in order to continue in the selection process. Failure in any segment of the examination disqualifies a candidate from continuing in the selection process. The test takes into consideration

Firefighter requirements, as Fire Cadets who successfully complete the program may become Firefighters.

Candidates who successfully complete the written examination will receive information about the date, time, and location of the other testing components. The written examinations are tentatively scheduled for January 2019 with an anticipated class start date in August 2019.

*Candidates unavailable for one or more portions of the examination due to military service or training, must provide written notification to the Fire and Police Commission, City Hall Room 706 prior to the examination.*

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

**Eligible list:** Candidates who successfully complete all phases of the examination will be placed on an eligible list. Candidates who turn twenty years old over the life of the eligible list will have their name removed from the list. Candidates offered employment must pass a pre-employment medical examination, psychological evaluation, and drug test as a condition of employment.

**Appointments:** Final appointment to the position of Fire Cadet is contingent upon passing all pre-employment components, the number of vacancies, and approval by the Fire and Police Commission.

**Preference Points:** Preference points may be added to the final passing score in accordance with State Statutes and Fire and Police Commission Rules.

- Qualified veterans will receive military preference points added to the final passing score; a DD-214 is required as proof of service.
- Preference points may be added to the final passing score, if candidates are bona fide residents of the City of Milwaukee when they apply; proof of residency must be provided.

In order to receive military veteran or residency preference points, the DD-214 or proof of residency must be provided as part of the application. The preference points claim forms are included within the online application, and the necessary supporting documentation may be uploaded to the online application, mailed to the Fire and Police Commission at Room 706, City Hall, 200 E. Wells Street, Milwaukee, WI 53202-3554, or emailed to [fpcjobs@milwaukee.gov](mailto:fpcjobs@milwaukee.gov). Supporting documentation must be received or postmarked no later than 4:45 p.m. on November 28, 2018.

**Application Process:** The application process must be completed online. The online application will be available on September 21, 2018 and accepted through **November 28, 2018**. The online application form and further information may be obtained from [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs) or by

calling (414) 286-5000. Online applications may not be submitted after November 28, 2018, unless the deadline is extended.

## **ADDITIONAL INFORMATION**

### **Firefighter Appointment**

A Fire Cadet may become eligible for appointment to a Firefighter recruit class upon meeting all of the following:

- Favorable recommendation of the Chief.
- Reaching the age of 21 years.
- Serving in the program a minimum of two years (maximum of four years).
- Satisfactorily completing the approved training program.
- Attainment of the required college credits.
- Possession of a valid Emergency Medical Technician certification by the National Registry of Emergency Medical Technicians and Licensure by the State of Wisconsin.
- Possession of a valid State of Wisconsin driver's license.
- Successfully passing a Candidate Physical Ability Test.
- Passing a Firefighter medical examination, psychological evaluation, drug screen test, and updated background investigation prior to appointment to Firefighter.
- United States citizenship.